

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution Date: 1997 April 01
From: F. Logan
Subject: LIMS Team Meeting Minutes for 3/27/97

Attendees: J. Sampson, J. Wickham, E. Carmines, C. Ament, R. Lipps,
S. Laffoon, F. Logan

Business Conducted:

- J. Wickham set up a shared data folder for the LIMS team.
- R. Lipps prepared a preliminary timeline. The team discussed it and made appropriate changes.
- E. Carmines searched for LIMS consultants and presented the information to the team. As a result, three team members volunteered to meet and pick three candidates (**see action items**).
- E. Carmines talked to the Library staff about a LIMS newsletter. Information forthcoming.
- C. Ament and J. Sampson presented information from PittCon. They visited several impressive LIMS vendors. They will be receiving more information by mail which they will share with the team. The team decided that we will pick a few vendors for demos in the future and prepare a list of concerns.
- C. Ament distributed copies of a LIMS class offered by Martin Goffman Associates. Classes will be held in New Jersey (July 14-17). The team decided to pass due to the class date being to late for the team's timeline.
- The team discussed sample identification, centralized versus standardized sample tracking.
- Budget date set for July was discussed.

Action Items:

- Three team members (E. Carmines, J. Wickham, C. Ament) volunteered to meet at 12:00 pm on 4/3/97 to review information on the consultants, pick three possible candidates for interviews on tentative dates April 11 and 18, and present their recommendations to the team at the next scheduled LIMS team meeting.
- R. Lipps will update the timeline and put it into the LIMS team folder.
- R. Lipps volunteered to do paperwork for consultant's fees. She will discuss with QTP team member, Bennie Good.
- R. Lipps volunteered to check into a confidentiality agreement for the consultants.
- The next meeting was set for 4/3/97 at 1:00 pm in T2 with the following agenda:
 1. Review Agenda
 2. Old Business
 3. Consultant Update and Recommendations
 4. Budget Update *\$160,000 for consultant*
 5. Confidentiality Agreement Update (*use standard form*)
 6. Process Check
 7. Set agenda for next meeting

DOC CODE: P0621

*Conf. Agreement must be attached
to the PO.*

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Distribution:
Ament, C.
Carmines, E.
Good, B.
Laffoon, S.
Lipps, R.
Lisbon, D.
Sampson, J.
Wickham, J.